

ADMINISTRATIVE MEMO NO. 7

October 15, 1942

The Library, as a general service to all of the divisions of the FBIS, will be operated under the supervision of the Director's Office. Mr. Graves will have immediate supervision, Mr. Downs working under his direction.

It was agreed at a recent staff conference that the Library would serve essentially as a center of reference. It will also serve as an intermediary agency to obtain books for persons of the staff in the prosecution of their work, through inter-library loan arrangements with the Library of Congress or departmental libraries in the city.

Robert D. Leigh
Director
Foreign Broadcast Intelligence Service